

Chief, Management Staff

20 September 1956

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Weekly Report - Week Ending 19 September 1956

1. The Record Center received 57 cubic feet of inactive records from three Agency offices. The Record Center now has on hand 28,337 cubic feet, approximately 70 per cent of its capacity.

2. Fourteen new and revised forms were completed.

3. Mr. [REDACTED] received 20 hours of on the job training.

4. A Reports Management Program has now been installed throughout the DD/S area. Guides have been furnished to all principle offices which will permit them to carry out a decentralized program for their respective offices. During the course of installing the program we examined 226 reports which were submitted between staffs and offices or sent to other Agencies and developed recommendations on 145 of them. As of 1 July over seven thousand man hours will be saved annually as the result of installing this program.

5. We are assisting the Medical Office in the application of their Records Control Schedule by establishing a current case file in the Psychiatric Division. In addition we assisted them in transferring ten cubic feet of inactive records to the Center.

6. About one half of the employees at the Record Center are enrolled at American University for the purpose of taking courses which will eventually lead to a certificate in Records Administration.

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